

**Bradford on Avon Community Area Network**  
*Annual Workplan 2013/2014*

In order to show how the Community Area Partnership aims to meet the commitments set out in the Community Area Partnership Agreement 2013/14, please complete the form below.

CAPA commitments	Proposed initiatives and activities
<p><b>Partnership Development</b>            “To establish and maintain a Partnership, Steering Group and Thematic Groups, as necessary”</p>	<p>Bradford on Avon Community Area Network employs 2 part-time, paid officers - a Development Officer, Jim Lynch, and an Administrator Kim Samouelle. In addition, Tony Haffenden, who is a volunteer, has considerable entrepreneurial experience and plays a key role in the business and economic development sector, introducing ‘Action for Market Towns’ and ‘Benchmarking’ and helping to set up a ‘Town Team’. Being a member of Holy Trinity Church he also helps with the communication with our town’s churches and the Credit Union. John Hutchinson, is another volunteer, and joined us last year helping with the accounts and with fundraising. David Shepherd of ‘Green Welly Tours’ runs the Hub in Lamb Yard and maintains our office. Peter Dunford, our Area Board Manager also attends the meetings and has given considerable support and guidance. During last year David Gregory stepped down as Chairman as he moved away from the area.</p> <p>The emphasis of BoACAN is on communications, activities, supplying information and outcomes than on structure. It is a flexible and adaptable network and within this network, there are three basic layers:</p> <ul style="list-style-type: none"> <li>• The Core steering and executive group, meeting fortnightly</li> <li>• Key Personnel from voluntary and other organisations, from theme groups and areas of interest or activity, involved on an adhoc but regular basis</li> <li>• All other individuals/groups in the community area, invited to occasional public meetings and the AGM</li> </ul> <p>BoACAN identified six key themes from the Local Action, Local Knowledge JSA event in St Laurence School in February 2012. These are: Business Friendly BoA, Family Friendly BoA, Active BoA, Sustainable BoA, Creative BoA and Senior BoA. We have worked on a wide range of projects and issues within the theme areas as they have arisen and have fostered a widely regarded spirit and practice of multi-group co-operation across the community. We will review these priorities when the JSA data is reviewed later this year</p>

**Please post your Annual Workplan and Budget Form for running costs to:**  
 Andrew Jack, Communities, Libraries, Heritage & Arts, Wiltshire Council,  
 County Hall, Trowbridge BA14 8JN

	<p>The success of this level of co-operation and the standards achieved resulted in BoACAN (Jim Lynch) being nominated for the 'Community Leadership of the Year' shortlist in Wiltshire Council's 2012 Community Achievement Awards. Other CAPs, such as Corsham, have shown interest in our way of working and we continue to work with WFCAP to promote a networking approach to community engagement.</p>
<p><b>Accountability</b>          "To be open to and inclusive of the wider community and to account to and seek affirmation from the wider community for its actions, activities and forward plans on an annual basis."</p>	<p>We meet weekly or fortnightly at the Hub in Lamb Yard, which is a central location and a permanent space for us to promote ourselves. It is becoming more widely known that we can be reached there on Tuesday mornings and the venue is becoming used more regularly as a community space. There are posters, pop-up displays, leaflets and newsletters promoting the work of BoACAN and other organisations.</p> <p>BoACAN's activities and emphasis, at any one moment, relate to issues or themes and/or groups or networks of individuals as they arise, this means there are several informal additional gatherings and discussions within the community each week. If and when appropriate, we organise wider consultative / informative meetings.</p> <p>As a result of our work we have established partnerships with a range of organisations: Town Council, Wiltshire Council, Tourist Information Centre, WfCAP (Wiltshire Forum for Community Area Partnerships), Credit Union, Climate Friendly Bradford on Avon, the business community, St Laurence School, Senior Citizens Forum, Museum, Sports organisations, Bradford on Avon Churches Together (BACT) etc.</p> <p>As a result of working closely with Peter Dunford, having a regular presence at 'The Hub' in Lamb Yard, having close associations with 'Made in Bradford on Avon', and because Jim Lynch is known by many people in town, we are often approached by organisations and individuals looking for advice on community issues: U3A, Carers Group, Swan Pontoon, Sunday Market, Trowbridge Road Post Office closure etc.</p> <p>BoACAN is represented on the Economic Development Working Group. We attend bi-monthly Area Board Co-ordinating Meetings with elected representatives to ensure local issues and desires are included in the area board work programme and meeting agendas. We also attend and contribute to WfCAP meetings, where a major benefit comes from the formal and informal contact with those from other Community Area Partnerships.</p> <p>We have a presence in town events. Last year we were active in the Jubilee and Torch events and in 'World for a Week'. This year we will have a marquee in the annual</p>

	<p>'Street Market' event, which is very well attended. Such events and meetings are advertised through posters around the town as well as using some of the communication methods in the next section.</p>
<p><b>Communication</b>          "To engage and communicate systematically with all sections of the community and to maintain contacts register of key organisations and volunteers."</p>	<p>Face-to face:          Through involvement in town activities, having a presence in the town centre in Lamb Yard, attending meetings of other organisations and Area Board meetings we are becoming associated with positive community-based action.</p> <p>Online:          BoACAN has a website, where local people can contact us; take part in polls and surveys and where we can publish our work <a href="http://www.boacan.co.uk">http://www.boacan.co.uk</a>. This year we will be making use of the new Wiltshire Council blog site for Bradford on Avon. We also send out direct emails to our online mailing list.</p> <p>Printed media:          BoACAN takes editorial space in 'A Local Life'. This is delivered for free to most households in the area so we can reach those people who are not online. We also make use of 'The Gudgeon'. Our printed material is also displayed in The Hub in Lamb Yard and in the 'Made in Bradford on Avon' shop.</p> <p>We have a logo, which we use on all our printed material and on the website and on emails.</p> <p>At present we have over 260 individuals on our communications database for BoACAN and more than 80 on the sports database. We are continually adding to our database.</p>
<p><b>Consultation</b>          "To consult widely on a range of community issues and hold public engagement events and activities."</p>	<p>BoACAN is actively involved in a range of project work, including data analysis and survey work and consults widely, online, face-to-face and via printed material. Examples include:</p> <ul style="list-style-type: none"> <li>• Town Centre Benchmarking. Gathering and analysing data on 12 Key Performance Indicators and comparing the detailed tables and results against other towns nationally and regionally with a similar typology. The findings are being used to inform an economic strategy for the town and the improvement of the town centre.</li> <li>• Consultations, such as neighbourhood planning, air quality, campus development.</li> <li>• Contributing to delivery of 'Year of Celebration' a</li> </ul>

	<p>packed programme of community events such as the Jubilee and the Olympics.</p> <ul style="list-style-type: none"> <li>• Development of online social networking capability through web and blog sites.</li> <li>• Supporting fledgling community initiatives such as 'Made in Bradford on Avon' and the 'University of the Third Age'.</li> <li>• Research through focus group meetings and negotiations as for the launch of the BoA Air Quality Alliance and the impact of the Welfare Reform Act on the poor and those in social housing.</li> </ul> <p>BoACAN uses the Hub for small meetings and consultations and other venues around town for larger meetings.</p>
<p><b>Community Planning</b>          "To prepare and regularly review a community plan that takes into account major issues affecting the area and to develop an action plan and identify projects to address these issues. This will be done in consultation with the wider local community, in order that it properly represents their concerns and aspirations".</p>	<p>We identified six key themes from the issues raised at the St Laurence School event in February 2012: Business Friendly BoA, Family Friendly BoA, Active BoA, Sustainable BoA, Creative BoA and Senior BoA. We refer back to the issues raised when working on projects that arise. Relevant to the present economic climate, particular attention will be given in all Theme Area to the local influence of "austerity" measures, whatever their origin.</p> <p>Projects we continue to work on are:</p> <ul style="list-style-type: none"> <li>• Campus, already established and including consultation with sports groups looking at the use of Victory Field and Culver Close</li> <li>• Air Quality Alliance</li> <li>• Neighbourhood Plan</li> </ul> <p>Additional specific projects on the horizon include:</p> <ul style="list-style-type: none"> <li>• Welfare Reform, currently analysing the current provision and identifying gaps</li> <li>• Actions from Benchmarking consultation</li> <li>• Continue to work towards a Town Team for town centre promotion</li> <li>• Establishing a 'Friends of Poulton Rec' group of residents and other stakeholders to lead a consultation on planned improvements</li> <li>• Negotiating with Linden Homes for the use of the Vaults in Lamb Yard for commercial and community activities</li> </ul> <p>By the nature of how we work, projects will arise as issues are raised.</p>

<p><b>Local action</b>          "To champion local issues and help with the planning and delivery of priority projects, including fundraising and community volunteering where these meet the priorities of the community plan."</p>	<p>Within the area there are a significant number of robust and self-supporting organisations, groups and individuals who are very capable of attracting resources, etc. as required. Through networking, BoACAN is in a position to detect where help and support may be needed and then take supporting action.</p> <p>Where expertise may assist projects, organisations like WfCAP and the Wessex Chamber of Commerce are approached. For instance WfCAP aided the Benchmarking Survey and Action for Market Towns projects.</p> <p>Where funding is required towards purchasing capital assets for topical issues within the community, we would look for support from Wiltshire Council Area Board.</p> <p>Where funding may assist activities or projects, sources will be investigated.</p>
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